

MEETING #30 - July 23, 2019

At a Regular Meeting (#2) of the Madison County Board of Supervisors on July 23, 2019 at 6:00 p.m. at the Madison County Administrative Center Auditorium located at 414 N. Main Street:

PRESENT: R. Clay Jackson, Chair
 Amber Foster, Vice-Chair
 Jonathon Weakley, Member
 Kevin McGhee, Member
 Charlotte Hoffman, Member
 Jack Hobbs, County Administrator
 Mary Jane Costello, Director of Finance/Assistant County Administrator
 Sean Gregg, County Attorney
 Jacqueline S. Frye, Deputy Clerk

Call to Order, Pledge of Allegiance & Moment of Silence

Chairman Jackson called the meeting to order and lead all present in the pledge of allegiance and moment of silence.

Determine Presence of a Quorum/Adopt Agenda

A Quorum was present. Chairman noted the following changes to today's Agenda:

- *Committees & Boards (CPMT appointment)*
- *Closed Session*

Supervisor Hoffman made a motion to adopt the Agenda as presented, seconded by Supervisor Weakley. *Aye: Jackson, Foster, Weakley, McGhee, Hoffman. Nay: (0).*

Chairman Jackson noted that tonight's public hearing will involve the Moore Building. Handouts have been provided for informational purposes.

Public Comment

1. Public Hearing: Moore Building Acquisition

Chairman Jackson opened the floor to receive public comment on the Moore Building. The following individuals provided comment(s):

- Clint Hyde: Verbalized a desire to hear about the history of the Moore Building.

Chairman Jackson provided the following information pertaining to the history of the Moore Building:

Moore Building

History

Sold: 2-14-01, \$25001.00 Kenneth Moore

At the time: Oliver, Webb, Pappas & Rudy Inc. said \$600,00 to \$700,000 in repairs (Including elevator, Wes Smith says not needed based on Less than 3000 sq. ft) Repairs Needed prior to sale:

Exterior Brick Work both ornamental and structural Extensive Mortar
 Work Needed

Roofing

Extensive Interior Repairs Misc. other things

Currently

Appraised Value \$293,400

Current Lease Feb. 1 2015 to Dec. 31, 2019

Mr. Moore's Renovations over \$200,000 prior to inspection

Current Issues based on report

Slight Roof Repairs needed (Mr. Moore will fix) A couple rotted window sills (Mr. Moore will fix)

Small Sidewalk concrete crack (Mr. Moore will fix) 3 cracked windows (Mr. Moore will fix)

Hot water heater extension pipe (Mr. Moore will fix) Moisture leaks in basement

Some higher than average moisture readings 1 failed brick

Some mold in basement

Financials

Rented 4 years 11 months as of Dec. 31, 2019 Totaling \$83,094.42 - \$1408.38 per month / \$16900.56 per year

County Renovation for Visitor Center \$25,000.00

Tot Funds Invested to become Certified Visitor Center \$10,000.00

Purchase 20 years term at 4.5% interest - Price \$250,000.00 - \$1581.62 per month / \$18979.44 per year Offsets of purchase

\$1000.00 per month tot restricted funds (no tot funds being used currently, \$145,225)

\$50.00 Per month Literacy Council (expected to raise to a more market price, post Dec. 31 2019)

To be cost neutral \$531.62 per month / \$6379.44 per year

Current Uses Moore Building 6200 sq. ft. Total

Tourism Downstairs 1213.35 sq. ft.

Economic Development Director Office Upstairs 213.13 sq. ft. Literacy

Council Downstairs 1155 sq. ft.

Chamber of Commerce quarterly upstairs

Conference Room Upstairs 311.72 sq. ft.

County Staff Meetings

Planning commission sub committees

Lots of Country Independent Contractors

Lion's Club

Madison County Education Foundation

Democratic party Tourism

Committee Rural Madison

Perspective Business groups

Quilting Group

Misc. County Meetings and trainings Additional

Unused Space Upstairs

6 more offices (some are used for storage of misc.) (Possibly worth \$200 per month per office)

1 full kitchen

1 restroom

Potential Uses

Probation may also be needing a home soon

GO VA is in need of enterprise center space PD9 Small business development center

County and Independent contractor overflow offices

Arcade Uses 1621 sq. ft. Total (building does have multiple ADA and Facility issues)

RRCSB Mental Health Services 3 days a week (only took 6 years of asking to get)

Garden Club

Rug Hookers Club

Historical Society Board Meetings

Historical Society Storage and Genealogy Records Upstairs United Daughters of Confederacy

Potential Real Estate Sales

Thrift Road complex: Assessed value \$566,200.00

ABC Building: Assessed Value \$561,300.00

- *Chairman Jackson: Noted that in the event the County moves forward with purchasing the Moore Building, the County will need to dispose of other capital assets (i.e. buildings)*
- *Supervisor Hoffman: Questioned if the County really needs to purchase additional real estate; verbalized disfavor of purchasing the Moore Building because the County currently owns facilities that are sorely under-utilized (i.e. Old ABC building is half-full; could house additional staff, sold, or utilized as a new Tourism Center); previous building that housed the Madison Literacy Council (on Thrift Road), needs to be demolished; the Thrift Road Office will be vacant once the Health Department Building is vacated and renovated - something will need to be done with that building; the Criglersville School needs to be demolished; the Arcade Building is on the Virginia Historical Registry and isn't being utilized by the County, and (in her opinion) could be an ideal location for the Chamber & Economic Development); advised that the Moore Building was recently inspected which noted 25-30 items that need repair and/or replacement (i.e. rotting eaves and wood frames, high moisture levels and mold noted, insect infestation, damaged windows [some will not open, cracked or sealed shut] aging flat roof; ceilings show signs of repair, active leaks in the basement walls, rusting metal, crawl space shows harmful water penetration; basement floor is saturated from water leaks; attic space shows need for repairs and no insulation was found; air cooling system may be 17-18 years old, with a lifespan of 12-15 years, any may well need to be replaced eventually; in her opinion, the Moore Building is 'a sick building', being approximately 93 years old and has had a flooded basement for most of its lifespan; structure is built on rock with no place for water to drain; the building does need extensive repair and no amount of cost has yet been determined; some of the mold has been remediated in order for a portion of the building to be used; however, as long as moisture is in place, there are three (3) sump pumps in the basement to pump as much of the water out as possible; soundness of the structure is questionable - building was deemed unsound and unsafe in the past when some of the bricks fell off onto Main Street; referred to vehicle parking requirements in the Town of Madison (one space for every 150 sq. ft. of building space) - feels this would require forty (40) parking spaces which isn't possible. In closing, noted that the Arcade Building isn't being fully utilized and wouldn't interfere with the Economic Development/Tourism Office from becoming a certified tourism location - the building is already ADA accessible from the rear, but does need an ADA restroom, which can be installed at a minimal cost; the Arcade will not require as much street parking, as there is parking close to the building; the building will not require an elevator (under 3,000 sq. ft.) and will not involve a mortgage (as would the purchase of the Moore Building); feels there will not a cost negative index with the purchase of the Moore Building, but additional costs in the event the additional office space is rented out to other tenants - the County is unable to provide services to handle the tasks involved with managing rental properties, which will involve additional costs for hiring someone; feels that the County can't continue to provide space for every non-profit as this (in her opinion) isn't a function of County government; the County has a large amount of debt to be incurred within the coming years (school facilities, 911 radio purchase, EMS costs, etc.) and the county doesn't need an investment that will add more debt to what is already forthcoming, and feels that an investment is not viable if there is no use for it. Citizens have suggested that Dr. Shenk's office be purchased, but she strongly feels that the County doesn't need additional space; noted that her entire career has been in business, how to conserve/spend money, and how not to waste money unnecessarily. In closing, she appealed to the*

Board to consider what is being proposed and why. She has received many calls/visits from many aging citizens who still work, despite being 70+ years of age, as a means of trying to be responsible; she noted that the tax burden weighs heavily on the backs of the County's elderly residents who survive on limited means and are sometimes forced to continue working long past the usual retirement age. The purchase of an old building that will need extensive repairs isn't her idea of being in the best interest of Madison County or its citizens. If the Board votes to purchase the Moore Building, the decision will be accepted; however, she noted that she can't agree with the purchase of a building that isn't needed, but 'might be' a good investment at some point.

- *Supervisor McGhee: Verbalized hopefulness that the recent building assessment is accurate in the description of the soundness of the building; questioned clarification that the \$10,000.00 fee to certify the Visitor's Center and if this is something that is normally done.*

Tracey Gardner, Director of Economic Development/Tourism, was present and advised that the \$10,000.00 was used to cover the cost of visitor signage erected along Rt. 29N and Rt. 29 S, which is in place for 72 other Visitor Centers within the Commonwealth. She also noted that the Arcade Building isn't ADA compliant and that moving the Visitor's Centers to the facility will require some modifications.

- *Supervisor Foster: Questioned if the Tourism Center would need to be recertified if it was relocated to another facility to be in compliance with the other 72 Visitor Centers.*
- *Supervisor Weakley: Referred to the reports done on the Moore Building which indicate that the structure is built on a rock foundation; the mold report and termite inspection report shows nothing significant; suggested there be some consideration to the property that the County already has vacant and/or relocate/offload some existing buildings before considering the purchase of additional real estate; noted that tax dollars are used to fund the purchase of public land (in the County); noted that TOT funding is received from those who visit and stay in County lodging establishments (and not directly from the local citizens), and called for clarification as to whether these funds can be utilized; encouraged the citizens to provide input on tonight's proposal.*

The County Attorney advised that TOT guidelines will allow TOT funding to be utilized for the purpose of promoting tourism endeavors within the locality. It was reported that the TOT guidelines will allow for these funds to be used.

- *Matthew Gardner: Clarified that TOT funds are separate from other taxable funds; also questioned whether these funds will be used for the costs of the proposed purchase as opposed to regular tax dollars.*
- *Chairman Jackson: Noted that three percent (3%) of TOT funds is restricted for Tourism only; the tourism Committee brings forth recommendations of ways to utilize the funds; also questioned whether the roof at Church Street could support the weight of an additional upper level*
- *Erik Weaver (Sheriff): Questioned where the special investigative his law enforcement staff will be housed in the event the Board decides to sell the Old ABC Store.*
- *Lynn Graves: Noted that taxes from TOT funds is attained from people that come to Madison and stay for a visit, unless local citizens stay at a local Air B&B here; he suggested that the Tourism Center remain in the Moore Building, which is a good building at a good location; relocation of the office will require visitors to research where the center has moved to; there is funding stockpiled in the existing TOT fund.*
- *Clarissa Berry, Commonwealth Attorney: Provided a copy of the RRCSB schedule for the Arcade Building, which they utilize for thirteen (13) days each month (an initiative the County has been working toward for quite some time), but they are not yet utilizing the space for all the days noted; also noted that probation officers (based out of*

Charlottesville) that currently utilize space at the Clerk's Office, but will actually need an alternative space to provide needed services; although space could be utilized at the Old ABC Building, it's felt that providing space within local facilities will allow local clientele a more favorable means to become better rehabilitated and a more productive member of society; also suggested that a space be provided for felony parolees to meet within the County instead of having to travel to Charlottesville - a more centralized meeting space would definitely be an asset for those individuals who require the aforementioned legal services within the County.

- Daniel Crigler: Verbalized concerns regarding the (16) pages of item discrepancies in the report on the Moore Building; although it was noted that Mr. Moore proposes to repair some of the items, there has been no information provided as to whether a cost analysis has been initiated for the remaining items, which he feels is absolutely necessary in order to estimate the amount of taxpayer dollars will be needed to upgrade the building to a usable condition; he also noted that the inspection didn't look into the walls, drain lines, or check any receptacles to assess whether there was any internal issues that may still be unknown.
- Steve Barber: Verbalized concerns regarding the proposed purchase and whether it's advantageous to invest taxpayer dollars for a building with so many issues in place; feels there will be a lot of annual costs to maintain the building and questioned whether a 'needs assessment' has been initiated; referred to input in the County's comprehensive plan that lays out guidelines for needs (i.e. space) and how best to meet them; feels that more due diligence is needed before the purchase of an additional building is approved.
- Mike Mosko: Verbalized concerns regarding the condition of the Moore building (i.e. mold, standing water), and noted that it appears the existing tenant(s) aren't experiencing any problems, but is concerned as to why the County purchase another building when additional space isn't truly needed; the proposed building does have some ongoing health/maintenance issues (for a building built in 1926), and could impact those who are placed in the building in the years to come; also questioned the costs of annual utilities and whether the standing water can be remediated; questioned if the County would be fully in favor of purchasing a 'sick building', and whether this would be deemed a viable option for the County for future office space; doesn't want to see his personal property taxes increased because of any type of needless purchases (made by the County); verbalized support for economic development/tourism, and noted that the office does help to bring in extensive revenues to help support the County.
- Charles Michael Fisher: Verbalized support that a new inspection assessment of the Moore Building is needed; concurred with previous comments that have been made, but verbalized mixed feelings as to where the Tourism Office should be located, but noted that much of the County's livelihood has been based on tourism; also fees that the County has too much real estate; suggested that a part of the commitment to purchase the Moore Building include warranting disposal of the buildings located at Thrift Road due to their existing condition - feels this would be an financial asset to the County overall.
- Max Lacy: Referred to the Madison Historical Society's leave (with the County) in regards to the Arcade Building; noted that the society utilizes quite a bit of the building (i.e. storage, research and artifacts) for many days during the month, to include disposition of space for the RRCSB support staff services; the society would like to continue using the building; understands that a lease can be broken and that the society will have to agree to which ever methodology the County agrees to impose.
- Bruce Bowman: Verbalized concerns regarding the structural integrity and soundness of the Moore Building, and what may remain undiscovered within the walls; encouraged the County not to spend tax dollars on something that may be a 'nightmare for the County.'
- Tracey Gardner: Advised that the report denotes that the 'mold is isolated to the basement.... isn't dangerous...doesn't impose any issues to the air quality', and that the amount detected will not hinder staff working within the building.
- Danny Crigler: Suggested that a structural engineer be hired to fully evaluate the Moore Building before any tax dollars are spent.
- Janine Jenson: Advised that installing an ADA compliant bathroom in the Arcade Building would take up space

and leave the existing space too small to meet the space requirements for housing tourism brochures that are necessary in order for the Visitors' Center to be certified; the Visitors' Center does bring in an average of \$35,000,000 in tourism dollars to the County, which provides a positive return on local businesses; also noted that local real estate companies have agents that will provide property management services to the County for a fee in the event the County desires to rent out some of the offices in the Moore Building.

- Carlyle Weaver: Verbalized agreement that the County doesn't need to acquire additional property that won't be fully utilized; noted that the Moore Building is a good place for the Tourism Office; advised that it was his construction company (Weaver Works, Inc.) that did much of the work at the Moore Building and that the building is structurally sound, in very good shape, and resides in a good part of the Town of Madison; feels that purchasing the building would be a viable option if the County needs the space, and for a lot less cost for a structure of its size; verbalized disfavor of seeing someone own the building and neglect it; suggested that a structural engineer be hired to provide suggestions, and that the buildings at Thrift Road be sold.
 - Carty Yowell: Verbalized agreement that the Tourism Office should remain where they are currently located; feels that downtown Madison needs to be revitalized; referred to the existing lease (between the County and Mr. Moore) and suggested that the County assess whether the lease agreement can be negotiated for another three-year term, if Mr. Moore would in agreement to the option, which would provide the County some additional time to determine future measures for other properties (not in use or needing to be disposed of); feels the fee per square foot is a very good deal, and that Mr. Moore could negotiate a more expensive rate if he desired; referred to a quote by Governor Harry F. Byrd, Sr. (*'a satisfied visitor is our best investment'*) in 1926, which he feels is a fact for today in regards to the location of the Visitor's Center and Chamber of Commerce.
 - Linda Farnam: Referred to the Tourism Office being very profitable, and feels there's an ambience to the history of Main Street, which is why tourists are attracted to Madison County; suggested that the Tourism Office remain where it's currently located, in order to continue to promote the County.
 - Connie Aylor: Advised that she works in the Visitor's Center and that it's a wonderful place to work; the center is open seven days a week and visitors are always coming in for information about the County; staff is on hand daily to provide assistance to those who inquire; feels that the Main Street provides a unique location for the center, there's nothing wrong with the Moore Building, and encouraged the citizens to come tour the center and see all the brochures from other localities along with the "Madison Wall" that strictly supports our local businesses.
 - Leeta Louk: Advised that visitors have often come to the Clerk's Office to perform genealogy work after having gone to the Visitor's Center for information; most often speak of how friendly and helpful the staff have been at the Visitor's Center, and how welcome they were made to feel; she feels that the staff is doing a terrific job on behalf of the County.
 - Clint Hyde: Questioned if the idea is to consolidate County space or just a 'shuffle' of buildings; county buildings are steadily declining; questioned why the County doesn't consider building a governmental center.
- *Chairman Jackson: Noted that the County can't afford to build a governmental center to house all offices, and that when the Hoover Ridge property was initially purchased, it was done so with the anticipation that the aforementioned concept could be initiated. The County also has incurred health costs for inmates housed at the Central Virginia Regional Jail. In closing, he noted that the Thrift Road Building will be vacant within the near future.*
- Mike Mosko: Comments pertained to the fact that the ultimate question is where will the Tourism Office be relocated; however, until a decision is finalized, they will continue to be in the Moore Building to provide services.
 - Bill Jordan: Noted that the most buildings built in the 1900's are sounder than most structures being built today.
 - Max Lacy: Questioned the parking guidelines for the Town.
 - Tracey Gardner: Noted that to become a certified Visitor's Center, a center must use at least six (6) spaces (Beasley Park), and spaces to the rear of the building; therefore, the Arcade Building allocated parking will be non-

sufficient.

With no further comments being brought forth, Chairman Jackson closed the public hearing on the Moore Building acquisition.

The floor was then opened to the Board, with the following comments being brought forth:

- *Supervisor McGhee: Thanks all for tonight's feedback; advised a willingness to support the purchase but agreed that the soundness of the structure be assessed; verbalized concerns regarding the dissolution of other County properties.*
- *Supervisor Foster: Advised that she is the President of the Chamber of Commerce and clarified that the Moore Building isn't the Chamber's building; the space in the Moore Building is used to house Economic Development/Tourism and the Visitor's Center; verbalized agreement that the County should dispose of additional properties before the purchase of additional space; the RRCSB is an asset to the County, and the Madison County Historical Society is currently utilizing the Arcade Building, which would be too small to allow the Visitor's Center to remain a certified center; noted that so many County buildings aren't being fully utilized; thanked all for providing input at tonight's public hearing session.*
- *Supervisor Weakley: Thanked all for coming and providing comments; noted that the County has 'always taken a backseat' when it comes to improving County space; noted that planning discussions have focused on where to place people down through the years; consideration has focused on size, functionality, and the fact that the public has been instrumental in providing feedback as to what will or will not work best for providing service to the community; long-term planning is being assessed within the County; feels the County needs to commit in writing that in the event the Moore Building is going to be purchased, efforts will be made to offload other County buildings; referred to the fact that departments that occupy alternate space (i.e. Old ABC Building, etc.) there will need to be discussions to assess a plan for relocating staff for non-profit organizations, County staff or Constitutional Offices; feels that the purchase of real estate shouldn't be continued without a plan forward; noted that other offices have space needs in the downtown Madison area; referred to the engineering report and noted that maintenance is needed on the Moore Building; suggested the County assess tonight's input, assess the disposal of specific County properties, and proceed with a viable timetable to establish the aforementioned goals.*
- *Supervisor Hoffman: Noted that her intent isn't to 'run Tracey out', but reiterated that she wasn't in favor of all the space that the Moore Building will provide; noted that ADA restrooms could be installed in the Arcade Building without taking up much space; noted that the County doesn't want to 'kick the Historical Society out', and that the RRCSB could be relocated to the Old ABC Building; noted that many citizens aren't in favor of the County purchasing the Moore Building.*
- *Chairman Jackson: Verbalized concerns that local government doesn't stick with a plan, and hasn't been consistent with any ideas as presented; noted that the proposal will call for the County to repurchase the building at a good rate; noted that repairs will be required; feels that non-profit organizations could be more effective if they would initiate a joint effort and be housed in one centralized location; the Arcade Building is being utilized, as is the upper floor of the Moore Building; buildings at Thrift Road will be vacated within the near future; the Old ABC Building does have some law enforcement staff in place; feels that it would be advantageous for the County to have initiated a 'rent to own' agreement when the initial agreement was made with Mr. Moore five years; referred to the recent transfer station agreement and other large ticket items that the County will have to focus on in the very near future (i.e. NextGen 911, school facilities, telephone system, IT upgrades, etc.), and suggested that no action be taken on tonight's property acquisition proposal.*

The County Administrator: Advised that future plans for the uses of the Moore Building aren't concrete; also noted the future of the Criglersville Elementary School; the Arcade Building isn't fully utilized; costs to fix issues at the Moore Building

aren't fully known; extra tenants will result in additional issues; verbalized disfavor of the County purchasing the Moore Building.

The County Attorney referred to the guidelines regarding revenue brought in by red to the guidelines regarding revenue brought in by tourism in FY19; 2% is unrestricted and 3% can only be used to promote tourism within the locality; the Treasurer reported that the County has received a grant total of \$139,813.00 in transient occupancy funds with the breakdown as being:

\$83,194.83 (Tourism)

\$56,709.20 (unrestricted)

He also noted that it may be difficult (for the citizens) to support the County purchasing real estate simply because it's available. Although the Board of Supervisors could elect to purchase the building, there is in no way any obligation for the Board of Supervisors to move forward with the request to purchase the building.

The Finance Director: Advised that the transient occupancy tax is seasonal revenue.

Tracey Gardner, Director of Economic Development & Tourism read letters of appreciation from Plow & Hearth, as noted below: `

Plow & Hearth.
7021 Wolfstown-Hood Rd – Madison, VA 22727
540.948.2272

July 18, 2019

To Whom It May Concern,

We would like to show that Plow & Hearth, LLC is in support of Madison County's current visitor center. These centers are vital for the community as people come to the area and look for local sites to explore. We have even been involved with the beautification of the visitor center with our donation of a rug and chair at the completion of their recent renovation in 2015. We highly recommend the continuation of the visitor center in its current location.

Sincerely,



T. Dana Pappas
Chief Financial Officer
Plow & Hearth, LLC

And the Inn at Meander Plantation as follows:

Dear Tracey,

I am terribly sorry to not be able to attend the public hearing to discuss the importance of the Madison County Tourism Information Center. I wish I could be there to help make a case for remaining in the current building that I believe is the perfect location for this center but I am on assignment with my day job as an international tourism consultant in the country of Moldova.

Tomorrow, I am actually hosting an event with the tourism industry at their newly opened Tourism Information Center. I find it ironic that I am working in the poorest country in Europe but the government is prioritizing tourism and donated a prime real estate building in the heart of the city center to the local tourism association.

Since we purchased the Inn at Meander Plantation over two years ago, I have followed with excitement the incredible work you have been doing to help grow and market the tourism offers in our beautiful Madison County. As a tourism development professional, I know firsthand how important tourism information centers are to both the visitor and also to the prospective new tourism investor. I believe strongly that if you move out of your current building and into the Arcade it will only make it more

difficult for our guests to visit the center, stop and spend money on main street, and we lose the promotion from the other visitor centers that you created partnerships with.

I would encourage the Madison County elected officials to re-consider their proposal to move the Tourism Information Center and consider developing a tourism development plan for the Main Street to attract more businesses and create a “sense of place” that will encourage visitors to stop and spend time in the community.

Sincerely,

Chris Seek

Owner / Managing Director

[The Inn at Meander Plantation](#)

President / CEO

[Solimar International](#)

Executive in Residence

George Washington University International [Institute of Tourism Studies](#)

Advisor/Mentor

[Sustainable Tourism for Development Alliance](#)

[UNESCO World Heritage Journeys](#)

[Smithsonian My Armenia Program](#)

[Jamaica Community Experiences](#)

[Sedona Verde Valley Tourism Council](#)

[Travel Startups Incubator](#)

[Supporting Global Development through Sustainable Tourism](#)

And advised that the Arcade Building will not provide sufficient space to effectively house the Visitor's Center; she encouraged the Board of Supervisors to deter from allowing the Visitor's Center to be relocated to another destination.

The Deputy Clerk advised that Tracey's location is very convenient and seems to serve the visitors very well; the Arcade Building seems a little small, but appears to serve the needs of the historical society; the citizens express great appreciation concerning the services they receive; a 'happy customer is a good customer', so she does an excellent job.

After discussion, it was the consensus of the Board to request the County Administrator to secure a structural engineer within the next two (2) weeks to provide input on the soundness of the Moore Building, and to discuss the findings at the next meeting session.

Chairman Jackson thanked all for attending the public hearing on the Moore Building proposal.

Special Appearances

1. **Constitutional Officers**
2. **County Departments**

County Departments

EMS: Noah Hillstrom, Director of Emergency Medical Services, was present to advise that approval has been received on the '80/20' EMS grant in the amount of \$211,680.56.

Additional highlights reflected on the following:

The Vehicle shelter should be in place shortly

Annual blood drive is scheduled for 8'26'19 from 10 a.m. to 2 p.m. at the Madison EMS Station (1494 N. Main Street, Madison, VA)

Supervisor Weakley: Questioned the timeline to purchase the ambulance

To which Mr. Hillstrom advised that the order must be in place within the next six (6) months; procurement efforts are being researched now.

Economic Development & Tourism: Tracey Gardner, Director of Economic Development & Tourism, advised of the following updates:

- Blue Quartz & Shotwell Run had a great grand opening weekend
- Subway Ribbon Cutting & grand opening on Saturday
- TAP 29, Prince Michel's brewery grand opening first weekend in October

Planning Commission: Carty Yowell, Commission Chair, was present to advised that on August 7, 2019 at 7:00 p.m. the commission will be working on:

- Six (6) cases
- Three (3) ordinance updates for consideration
- Public hearing scheduled for 8/7/19 to discuss amendments to the County's Comprehensive Plan

Madison County Volunteer Fire Department:

- *Supervisor Foster: Commented on the new firetruck that was showcased in the recent annual parade; referred to the fact that the fire department got the unit in order in time for the event.*

Brian Gordon, Director of Emergency Communications, was present and advised that the new 2019 Spartan model is a rescue pumper with a cost of \$720,000 and should be in service very shortly.

John Scherer, Director of Emergency Management Services, was present and advised that the new unit is the 'top of line' of the rescue pumper models and has many useful compartments in place.

- *Supervisor Weakley: Advised that Jennifer Flynn, SNP Superintendent, has advised that the local bear hunters have requested a meeting with SNP officials to discuss some concerns; it was reported that the meeting discussion was very cordial; however, hunters will need to attain permission from SNP officials before hunting in the park; the park has been a good neighbor to the County and have had the County's best interest at heart; hunters are encouraged to advise the Blue Ridge Committee members (Supervisor Weakley, Supervisor McGhee, Jim Ballard, Bruce Bowman) of any issues as they arise.*

Public Comment:

Chairman Jackson opened the floor for public comment. The following individual(s) provided comment(s):

John Lenhoff:

- John Lenhoff (Leathers Lane Subdivision): Advised of a request (presented by email in December) regarding his desire to do work outside basic maintenance, per the County's decision document for the property owners on Leather's Lane; project will call for a procedure that will involve placement of gravel that has washed out of the right-of-way during recent heavy periods of rainfall.

The County Attorney noted that the requested work for consideration is something beyond a grading and graveling project. He suggested that the request be submitted to Ligon Webb, County Planning Director; however, he has offered to work with all parties involved (to include the County Administrator) to ensure that everything is done accordingly (i.e. approvals and/or limitations). He also suggested that the Board follow protocol to require that today's determination be sent to all property owners in the area to advise them of what type of work has been approved for completion.

After discussion, it was the consensus of the Board to authorize Mr. Lenhoff to work with the County Administrator, County Attorney and County Planner to attain documentation and approval of today's work request for property on Leathers Lane.

With no further comments being brought forth, Chairman Jackson closed the public comment opportunity.

Committees or Organizations.

2. Report: CPMT - RRCSB Representative: The Board was advised that the CPMT has requested to appoint Taisha Chavez to fill an unexpired term (ending 12/31/2019) that has previously been vacated due to the retirement of Ms. Blythe.

Supervisor Hoffman moved that the Board appoint Taisha Chavez as the RRCSB appointee to the CPMT (with a term ending 12/31/2019), seconded by Supervisor Foster. *Aye: Jackson, Foster, Weakley, McGhee, Hoffman. Nay: (0).*

Finance (Costello)

3. Consideration: FY19 Balance Encumbrances for June 30/2019 Commitments: The Finance Director provided an update on year-end encumbrances for FY19 for review and consideration. Supervisor McGhee moved that the Board agree to encumber the amounts for FY2019 totaling \$528,830.83, seconded by Supervisor Hoffman. *Aye: Jackson, Foster, Weakley, McGhee, Hoffman. Nay: (0).*

4. Consideration: Appropriations of FY19 Encumbrances (Supplement Appropriation FY20 - #2): The Finance Director advised that the supplement #02 is being presented in order to reappropriate FY19 year-end encumbrances totaling \$528,830.83. Supervisor Foster moved that the Board approve FY19 proposed supplemental appropriation #2, seconded by Supervisor Weakley. *Aye: Jackson, Foster, Weakley, McGhee, Hoffman. Nay: (0).*

5. Consideration: Appropriation of Timber Sales/Contingency (Supplemental Appropriation #50): The Finance Director advised that the supplemental appropriation request is to partially appropriate the unspent balance of the timber sales (\$62,244.45) to contingency reserve. Supervisor Weakley moved that the Board approve FY2019 supplemental appropriation request #50 (totaling \$62,244.45) seconded by Supervisor McGhee. *Aye: Jackson, Foster, Weakley, McGhee, Hoffman. Nay: (0).*

6. Consideration: Appropriation of CVRJ Medical Expenses (Supplemental Appropriation #51): The Finance Director advised that supplemental appropriation request #52 (\$61,724.93) is to appropriate additional funds from contingency to pay final CVRJ medical true-up for FY2019.

- *Supervisor McGhee questioned if: the jail allocated additional funds to cover inmate medical costs; questioned if the Medicaid expansion will be initiated to help defray some of the inmate medical costs charged to the localities.*

The Finance Director advised that total payments to CVRJ thus far have equaled \$235,051 to date.

Clarissa Berry, Commonwealth Attorney, was present to provide input on discussion with Neal Goodloe of the OAR and inmates being categorized as "Madison inmates" but who are not actually from the locality; it's deemed there may be an evaluation of the protocol to require that medical bills for child support inmates be the responsibility of the Commonwealth and not the locality(ies) due to the fact that it's the Commonwealth that will decide if these individuals remain incarcerated or freed.

Supervisor McGhee moved that the Board approve FY2019 supplemental appropriation #51 (totaling \$61,724.93), seconded by Supervisor Foster. *Aye: Jackson, Foster, Weakley, McGhee, Hoffman. Nay: (0).*

7. Consideration: Appropriation of Board of Supervisors Expenses (Supplement Appropriation #52): The Finance Director advised that the supplement is being requested in order to appropriate additional funds from contingency to cover the Board of Supervisor's overage in the amount of \$519.52. Supervisor Weakley moved that the Board approve FY19 supplemental appropriation #52 (totaling \$519.52), seconded by Supervisor Foster. *Aye: Jackson, Foster, Weakley, McGhee, Hoffman. Nay: (0).*

8. Consideration: Appropriation of Clerk of the Circuit Court TTF Funds (Supplemental Appropriation #53). The Finance Director advised that the request is to appropriate additional funds to the Clerk of Circuit Court for expenses paid for with technology trust funds (Comp Board).

Leeta Louk, Clerk of Circuit Court, was present and advised that her department initiated some improvements to their internal records system and also rebound and digitized some of their record books - all was done without the use of any County funds.

Supervisor Foster moved that the Board approve FY19 supplemental appropriation #53 totaling \$5,842.00, seconded by Supervisor McGhee. *Aye: Jackson, Foster, Weakley, McGhee, Hoffman. Nay: (0).*

IT Recommendations: The Finance Director reported that the IT recommendations that were provided included a building component, in the anticipation that offices at Thrift Road would be relocated to a building closer accessible to Main Street.

Old Business

9. Consideration: NextGen 911 Participation Agreement Letter (Gordon): Brian Gordon, Director of Emergency Communications, was present to provide an update on the proposed NextGen 911 proposal. Highlights focused on the following:

CURRENT STATUS

- THE PARTICIPATION AGREEMENT LETTER (PAL) WAS SUBMITTED AND APPROVED BY THE 911 SERVICES BOARD.
- THIS IS AN APPROVAL OF THE GRANT TO COVER THE COST OF THIS PROJECT.

NEXT STEPS

- WE HAVE NINETY (90) DAYS TO COMPLETE AND SIGN THE PARTICIPATION AGREEMENT WITH AT&T. THIS IS A COOPERATIVE PROCUREMENT WITH THE FAIRFAX CONTRACT.
- UPON SIGNING THIS DOCUMENT, WE WILL BE ASSIGNED AN AT&T PROJECT MANAGER.
- THIS WILL ALSO PROMPT THE ASSIGNMENT OF A VERIZON ENGINEER TO IMPLEMENT THE DIVERSE FIBER CONNECTION.
- ONCE THE ENGINEER IS ASSIGNED, WE WILL BE ABLE TO GET A GRASP ON WHAT INSTALLING FIBER TO OTHER COUNTY BUILDINGS WILL REQUIRE.
- I WILL BE COORDINATING AND EXECUTING AGREEMENTS WITH THE OTHER VENDORS TO MAKE OUR SYSTEMS READY FOR THE NG911 PROJECT.
- VITA IS DISCOVERING THAT SOME COSTS WERE MISSED IN THE ORIGINAL PALS. THEY WILL BE WORKING ON AN AMENDMENT PROCESS SO THAT ITEMS CAN BE ADDED TO THE PAL ON A NEEDS BASIS. OUR PAL WILL LIKELY NEED TO BE AMENDED AS IT PERTAINS TO GETTING THE FIBER INTO OUR BUILDING. THE COST THEY HAVE SHOWN WILL COVER GETTING IT TO THE BUILDING BUT NOT

INSIDE.

AT&T Participation Agreement

<u>Item Description</u>	<u>VITA Up Front Cost</u>	<u>County Cost</u>
Network Connection Fee	\$4,000.00	\$0.00
Monthly Charges First 24 Months	\$4,198.91	\$0.00
Annual Cost First 24 Months	\$50,386.92	\$0.00
Total for the First 24 Months After Deployment	\$58,585.83	\$0.00
Current VS Future Costs		
<u>Vendor</u>	<u>Monthly</u>	<u>Annual</u>
Current Verizon Costs	\$781.68	\$9,380.16
AT&T Monthly Costs After 24 Months	\$4,198.91	\$50,386.92
Difference	\$3,417.23	\$41,006.76
<u>Verizon Fiber Installation for NG911 Only</u>		
Verizon VIA AT&T	\$49,775.50	

Tasks To Complete In Preparation For NG911 Deployment

Item	Description	VITA Cost	Non-Reimbursable Cost County
CHE UPGRADE	Upgrading the VESTA 911 system for version 6.1 to 7.3 to handle i3 standards	\$30,000.00	\$0.00
CHE Technology Regresh	Upgrading the VESTA Computers and Servers	\$150,000.00	\$0.00
Text to 911	TT911 IP Environment - TT911 is mandated by the State Effective 7/1/2020	\$30,000.00	\$0.00
Voice Logger Upgrade	Upgrade to Record at Position Only and have the ability to record Text/Media	\$3,250.00	\$0.00
ECaTS	Analytics System	\$1,000.00	\$0.00
GIS Data Preparation	Hurt and Proffitt to clean GIS information	\$5,000.00	\$0.00
Legacy Transition Costs	Verizon Monthly Charges during Transition	\$1,047.60	\$0.00

The costs encompassed above represent the entirety of the project. I am currently working with our VESTA vendor the quote for the upgrade and technology refresh. The initial quote was well beyond what the state had intended to assist with. We are currently working to get those numbers in line with what the state will reimburse.

Most of the costs will require the County to pay for services up front and be reimbursed through the VITA grant that we have been approved for.

Participation Agreement No. _____

PARTICIPATION AGREEMENT

WHEREAS, AT&T Corp. ("AT&T") and Fairfax County are parties to that Contract Number 4400007825 for Next Generation Core Services Solution (NGCS), between the County of Fairfax and AT&T Corp., dated August 8, 2017, including the Acceptance Agreement, the Memorandum of Negotiations, and all attachments and documents incorporated therein (the "Fairfax Agreement"); and

WHEREAS, Madison County ("Participant") wishes to purchase certain AT&T ESInet™ [and optional] services from AT&T under the same terms and conditions provided for in the Fairfax Agreement;

NOW, THEREFORE, PREMISES CONSIDERED, PARTICIPANT AND AT&T AGREE AS FOLLOWS:

1. This Participation Agreement is made between Participant and AT&T (collectively, the "Parties"), and is effective on the date when first signed by both parties. Fairfax County is not a party to this Participation Agreement and takes on no obligations and receives no entitlements as a result of this Participation Agreement.
2. Participant agrees to purchase AT&T ESInet™ [and optional] services in accordance with the terms, conditions, and pricing contained in the Fairfax Agreement, attached hereto as Exhibit "A", as specified in more detail in Participant's purchase order(s) attached hereto as Exhibit(s) "B" [attach B-1, B-2, B-3, as needed].
3. Participant agrees to be bound by and pay for all services obtained pursuant to this Participation Agreement and agrees that all terms, conditions, rights and remedies under the Fairfax Agreement applicable to Fairfax County are fully enforceable against Participant as if Participant were the "County" or "Fairfax County" under the Fairfax Agreement. AT&T agrees to provide the AT&T ESInet™ [and optional] services to Participant pursuant to the terms and conditions of the Fairfax Agreement and this Participation Agreement.
4. Under this Participation Agreement, all orders for services must be entered no later than August 7, 2025. Services obtained under this Participation Agreement will terminate on or before August 7, 2027, or such earlier date as may be set forth in an individual purchase order.
5. This Participation Agreement may not be assigned by Participant. Any such assignment shall be null and void.
6. AT&T may disclose the fact of Participant's participation to Fairfax County. Such disclosures may include Participant's name, services purchased, monthly or annual usage, total billings and payment status.
7. In the event of a conflict between the terms contained in this Participation Agreement and the Fairfax Agreement, the terms of this Participation Agreement shall control.
8. Any required notices under this Participation Agreement shall be in writing and shall be sent to the office of the recipient set forth below or to such other office or recipient as designated in writing from time to time:

SS2951_SR: 1-6OHQZHH_RLR:802287v12

The County Administrator advised that there is much to yet be determined (i.e. design of exact wiring); the platform will call for fiber to be installed within the County.

Supervisor Weakley moved to authorize the proposed participation agreement with AT&T for the NextGen 911 project, having the effect of approving the use of pass-through funding approved by the 911 Services Board for the project totaling \$356,086.62, seconded by Supervisor Foster.



Comments:

Chairman Jackson: Provided accolades to Brian Gordon for all of his efforts with the proposed project upgrade.

Aye: Jackson, Foster, Weakley, McGhee, Hoffman.

10. Discussion: Personnel Study Implementation (Hobbs): The County Administrator provided a brief update on the personnel study concerning the consultant prepared documents that have been submitted to County employees. Since all documentation involved is extensive, it's suggested that a schemed breakdown be initiated per the graphic below. It was also suggested that it also be established whether the Constitutional Officers would like to participate in the County's policy. Several elements of the process will require Board approval. Although many elements of the proposed plan to not carry a direct cost, funding was budgeted to cover anticipated changes on pay. It was further advised that the consultant will be asked to provide further explanation to the Board for discussion on August 13.

	August		September		October		November		December	
Consultant Presentation										
Job Descriptions Finalized				*						
Personnel Policy Adoption					*					
Pay & Classification Plan Adoption					*					
Background Check Ordinance Adoption						*				
Pay & Classification Plan Implemented							*			
Update MOU's with Constitutional Officers								*		
Implementing Various Administrative Items										
Full Completion										

 Staff Work Plan
 BOS Worksession
 * BOS Vote

Clarissa Berry, Commonwealth Attorney, was present to provide concerns about the anticipated increase in healthcare costs for employees. The Finance Director advised that changes to health costs will be initiated in September.

The Board was encouraged to review the proposed personnel policy to prepare for a discussion at the August Regular Meeting (#1).

New Business

11. Consideration: Resolution Honoring Wes Smith (Frye): Chairman Jackson advised that a Resolution has been completed to honor "Wes" Smith in honor of his service upcoming retirement, which will be read at a reception on Thursday, July 25, 2019, as written below:

A resolution expressing the appreciation Madison County for 21 years of outstanding and dedicated service by

Kenneth 'Wes' Smith.

WHEREAS, on December 7, 1998, Kenneth "Wes" Smith began serving the citizens and governmental officials of Madison County, Virginia, first as Building Inspector and later as the Madison County Building Official; and

WHEREAS, Kenneth "Wes" Smith has always been accessible to the public, providing helpful guidance with respect to the regulations and policies administered by his offices; and

WHEREAS, Kenneth "Wes" Smith is very knowledgeable about Madison County and its residents, and despite the many complex demands of his position, he has always treated those who have dealt with his office in a cheerful and professional manner; and

WHEREAS, Kenneth "Wes" Smith also has a keen understanding of Madison County history and a deep appreciation for its special character; and

WHEREAS, Kenneth "Wes" Smith's dedication to his office, attention to detail, and institutional knowledge have been of great assistance to the County Administrator and the Board of Supervisors in numerous building and other administrative and operational areas; and

WHEREAS, Kenneth “Wes” Smith has earned the respect of all as a community leader and for his competence, diligence, integrity, and devotion to Madison County; and

WHEREAS, throughout his years of service Mr. Smith has performed his job duties competently and effectively, and has generously dedicated his skills and talents to support the Board of Supervisors, county staff, and the citizens of Madison County; and

WHEREAS, Mr. Smith has always demonstrated a professional demeanor, a strong knowledge of building code requirements and guidelines, and has worked diligently to ensure that buildings in Madison County are well-built and safe and that services have been provided effectively and efficiently.

NOW, THEREFORE, BE IT RESOLVED that, on the occasion of his retirement, the Madison County Board of Supervisors hereby expresses its appreciation to Kenneth “Wes” Smith for his many years of dedicated service to Madison County as a trusted and dedicated public servant.

ENACTED by the Madison County Board of Supervisors on this 23rd day of July, 2019, on behalf of Its Chair, R. Clay Jackson.

Supervisor Hoffman moved that the Board approve the Resolution to Recognize “Wes” Smith, seconded by Supervisor Weakley. *Aye: Jackson, Foster, Weakley, McGhee, Hoffman. Nay: (0).*

12. Consideration: Ratification of Fauquier County Building Official MOU (Hobbs): The County Administrator provided a Memorandum of Understanding with Fauquier County to provide certified governmental building official services for an hourly rate, similar to the agreement that was previously initiated with Culpeper County. The contract has been signed, staff is in place and doing well. The Fauquier County 'third party inspector' policy was provided for informational purposes. Due to the upcoming vacancy, this should be approximately budget neutral.

➤ *Supervisor Weakley: Questioned of the MOU with Culpeper County expired.*

To which the County Administrator advised that Culpeper County staff were no longer able to provide support. Supervisor McGhee moved that the Board ratify the Memorandum of Understanding on Building Official Services with Fauquier County as executed by the County Administrator and County Attorney, seconded by Supervisor Foster. *Aye: Jackson, Foster, Weakley, McGhee, Hoffman. Nay: (0).*

13. Consideration: MWP Erosion & Sediment Bond Amount (Hobbs): Chairman Jackson advised that the Board has received a request from Matt Aylor, Erosion & Sediment Technician, to approve an erosion & Sediment control bond estimate for MWP Supply in the amount of \$erosion and sediment control bond estimate for MWP Supply in the amount of \$he Board received a request for an MWP Erosion & Sediment control bond in the amount of \$5,905.25.

Supervisor Hoffman moved that the Board approve the erosion and sediment control bond #190716, for MWP Supply, compiled on July 15, 2019 in the amount of \$5,906.25, seconded by Supervisor McGhee. *Aye: Jackson, Foster, Weakley, McGhee, Hoffman. Nay: (0).*

Information/Correspondence

Public Comment

Closed Session

On motion of Supervisor Foster, seconded by Supervisor McGhee, the Board convened in a closed session pursuant to the

following Virginia Code Sections:

- 2.2-3711(A)(1) for the purpose of discussion and consideration of the hiring of a specific public office, namely the Madison County Building Official; and
- 2.2-3711(A)(29) for discussion of the award of public contracts involving the expenditure of public funds and discussion of the terms or scope of such contract where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the Board; and
- 2.2-3711(A)(1) for the purpose of discussion and consideration of the performance of the County Administrator and County Attorney, *Aye: Jackson, Foster, Weakley, McGhee, Hoffman. Nay: (0).*

Supervisor Foster moved that the Board re-convene in open session, seconded by Supervisor Hoffman.
Aye: Jackson, Foster, Weakley, McGhee, Hoffman. Nay: (0).

Supervisor Foster moved to certify that only matters lawfully exempted from open meeting requirements pursuant to Virginia Code Sections 2.2-3711(A) (1, 7 & 29), and only matters that were identified in the motion to convene in a closed session were heard, discussed or considered in the closed meeting, seconded by Supervisor Weakley. *Aye: Jackson, Foster, Weakley, McGhee, Hoffman. Nay: (0).*

As a result of closed session, on motion of Supervisor Weakley, seconded by Supervisor Weakley, Chairman Jackson and Supervisor Hoffman were authorized to work in conjunction with the County Administrator to hire a Building Official. Aye: Jackson, Foster, Weakley, McGhee, Hoffman. Nay: (0).

Adjourn

With no further action being required, on motion of Supervisor Weakley, seconded by Supervisor Foster, Chairman Jackson adjourned the meeting at 9:55 p.m. *Aye: Jackson, Foster, Weakley, McGhee, Hoffman. Nay: (0).*

R. Clay Jackson, Chairman
Madison County Board of Supervisors

Clerk of the Board of the Madison County Board of Supervisors
Adopted: August 13, 2019

Adopted Items:
Resolution [Appreciation of Service for Kenneth "Wes" Smith]



Agenda

Regular Meeting

Madison County Board of Supervisors

Tuesday, July 23, 2019 at 6:00 p.m.

County Administration Building, Auditorium

414 N Main Street, Madison, Virginia 22727

Call to Order, Pledge of Allegiance & Moment of Silence

Determine Presence of a Quorum/Adopt Agenda

Public Comment

1. Public Hearing: Moore Building Acquisition (Handout)

Special Appearances

Constitutional Officers

County Departments

Committee or Organizations

2. Report: CPMT: RRCSB Representative

Finance (Costello)

3. Consideration: FY19 Fund Balance Encumbrance for June 30, 2019 Commitments

4. Consideration: Appropriation of FY19 Encumbrances (Supplement FY20 #2)

5. Consideration: Appropriation of Timber Sales/Contingency (Supplement FY19 #50)

6. Consideration: Appropriation of CVRJ Medical Expenses (Supplement FY19 #51)

7. Consideration: Appropriation of Board of Supervisors Expenses (Supplement FY19 #52)

8. Consideration: Appropriation of clerk of the Circuit Court TTF Funds (Supplement FY19 #53)

Old Business

9. Consideration: NextGen911 Participation Agreement Letter (Gordon)

10. Discussion: Personnel Study Implementation (Hobbs) (Handout)

New Business

11. Consideration: Resolution Honoring Wes Smith (Frye)

12. Consideration: Ratification of Fauquier county Building Official MOU (Hobbs)

13. Consideration: MWP Erosion and Sediment Control Bond Amount (Hobbs)

Information/Correspondence

Public Comment

Closed Session

2.2-3711(A)(1)

2.2-3711(A)(29)

Adjourn